



Spill Prevention, Preparedness, and Response Program  
Prevention Section

**PUGET SOUND FIELD OFFICE**

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**FISHING VESSEL  
BOARDING CHECKLIST**

IMO / LLOYD'S NO.	NAME OF VESSEL	CASE NO.
DATE	LOCATION OF INSPECTION	<input type="checkbox"/> PORT SIDE TO <input type="checkbox"/> STBD SIDE TO
INSPECTED BY _____ _____ _____ _____ _____	NAME OF MASTER/ATTENDING REPRESENTATIVE _____ _____ _____	TIME  D.O. _____ A.V. _____ D.V. _____ A.O. _____
	PERSONS ON BOARD VESSEL CREW _____ PROCESSING CREW _____	
ENFORCEMENT ACTION PENDING?  AO <input type="checkbox"/>  NOD <input type="checkbox"/>  PENALTY <input type="checkbox"/>	COMMENTS _____ _____ _____ _____ _____	ALEUTIAN TRADE ACT (ATA) VESSEL?  YES <input type="checkbox"/> See 2.1.0.0 page 1.  NO <input type="checkbox"/>
SAFETY REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO      BUNKERING? <input type="checkbox"/> YES <input type="checkbox"/> NO      VESSEL BOARDED BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>		

*The purpose of this Boarding Checklist is to assist Department of Ecology inspectors evaluating vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.*



**FISHING VESSEL BOARDING CHECKLIST**
**V2.0**

No.	SUBJECT	RATING	REMARKS
1.0.0.0 1.1.0.0	<b>INITIAL BOARDING INFORMATION</b>		
1.1.1.0	<i>Initial observations of vessel:</i>		
1.1.2.0	Gangway arrangement safe?	<b>Y / N</b>	
1.1.3.0	Mooring arrangement adequate?	<b>Y / N</b>	
1.1.4.0	Ship aware of visit?	<b>Y / N</b>	
1.1.5.0	Agent Present?	<b>Y / N</b>	Name:
1.1.6.0	Verify Flag and Class	<b>Y / N</b>	
1.1.7.0	Owner/Operator (note changes)	<b>Y / N</b>	
2.0.0.0 2.1.0.0	<b>CERTIFICATES</b>		
			Check if Doc. With Agent
2.1.1.0	Certificate of Documentation	Issue Date: Full Term      Interim      Expiry Date: Conditional      Provisional	<input type="checkbox"/>
2.1.2.0	Certificate of Compliance [Processor Only]	Issue Date: Full Term      Interim      Expiry Date: Conditional      Provisional	<input type="checkbox"/>
2.1.3.0	Certificate of Class [Built/Conv. > 7/27/90]	Issue Date: Full Term      Interim      Expiry Date: Conditional      Provisional	<input type="checkbox"/>
2.1.4.0	Loadline Certificate (LC)	Issue Date: Full Term      Interim      Expiry Date: Conditional      Provisional	<input type="checkbox"/>
2.1.5.0	International Oil Pollution Prevention Certificate (IOPP) [International Voyages, > 400 GT]	Issue Date: Full Term      Interim      Expiry Date: Conditional      Provisional	<input type="checkbox"/>
2.1.6.0	Certificate of Financial Responsibility (COFR)	Effective Date: Issued to:      Expiry Date:	<input type="checkbox"/>
2.1.7.0	Oil Transfer Procedures <b>Y / N</b>		
2.1.8.0	SOPEP <b>Y / N</b> Quarterly drills conducted and logged?		
2.1.9.0	Letter of Compliance <b>Y / N</b> [Vessels that Dispense Fuel]		
2.2.1.0 ATA	Biennial Exam <b>Y / N</b> Letter of Compliance	Inspected Under: Subparts A, B, C, G Subparts A, B, C, D C.O.I.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.2.2.0	Drill Instructor Certificates <b>Y / N</b>		
2.2.3.0	First Aid/CPR Certificates <b>Y / N</b> [2-16 POB = 1, 17-49 = 2, 50+ = 4]		

## FISHING VESSEL BOARDING CHECKLIST

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
3.0.0.0	<b>CONTINGENCY PLAN FIELD DOCUMENT</b>			
3.1.0.0	<i>Vessel Received Field Document</i> <b>Copy of field document left on board:</b> <input type="checkbox"/>			
3.1.1.0	Document onboard prior to entering state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
3.2.0.0	<i>Vessel Possesses and Understands Field Document</i>			
3.2.1.0	Document understood by crew and posted in a conspicuous and accessible location.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
4.0.0.0	<b>OPERATING PROCEDURES</b>			
4.1.0.0	<i>Navigation Watch Composition</i> (Review Log/other records/interviews)			
4.1.1.0	<1600 GT licensed officer + lookout. >1600 GT licensed officer + lookout + helmsman or Ecology-approved Integrated Bridge System (IBS).	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
4.1.2.0	No duties that interfere with lookout.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Licensed Officer may not serve as lookout.</i>
4.2.0.0	<i>Navigation Watch Procedures</i> (Review Log/other records)			
4.2.1.0	Written procedures or standing orders for safe navigation and restricted visibility.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Navigation in traffic separation schemes, open harbor/bays, restricted waterways. Restricted visibility and safe speed defined.</i>
4.2.2.0	Gyro & magnetic compass courses every 6 hours; more often if necessary.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
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4.2.0.0	<i>Navigation Watch Procedures (continued)</i>			<i>(Review Log/other records/interviews)</i>
4.2.3.0	Vessel position & weather observations every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

4.3.0.0	<i>Navigational Readiness</i>			<i>(Review Log/other records)</i>
4.3.1.0	Voyage Planning: Review of current charts, navigational pubs., notices to mariners, navigational aids & VTS procedures.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Charts/pubs current [46 CFR 28.225]. Tracklines on charts. Light List, Coast Pilot, Tidal Current Tables, Tide Tables, VTS Handbook reviewed.</i>
4.3.2.0	Tests/inspections of navigation, communication, bridge control & alarms systems no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Checklist/log [33 CFR 164.25].</i>
4.3.3.0	Compare gyro & magnetic compasses & gyro repeaters. Determine radar range error if practicable.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Comparison/errors logged and/or posted.</i>
4.3.4.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

4.4.0.0	<i>Ground Tackle Readiness</i>			<i>(Review Checklist/interviews)</i>
4.4.1.0	Anchors ready to drop & crew member available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect ground tackle.</i>

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
4.5.0.0	<b>Anchor Watch</b> (Review training record/interviews)			
4.5.1.0	Licensed officer or trained crew member monitoring traffic, communications, vessel position & ground tackle.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	Crew member trained in operation of radar, radios, ground tackle if not licensed officer.
4.6.0.0	<b>Security Rounds</b> (Review Log/standing orders/other records)			
4.6.1.0	Every 6 hours when underway or anchored, daily when moored. Master designates spaces, including steering gear when underway.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	Vessels in lay-up not affected if adequate fire/flooding monitoring [review monitoring system/response to alarms].
5.0.0.0	<b>OPERATING PROCEDURES (CONT'D)</b>			
5.1.0.0	<b>Engineering Watch Composition &amp; Procedures</b> (Review Log/other records/interviews)			
5.1.1.0	Licensed engineer or properly trained engineer on watch or immediately available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	"Immediately available" means capable of responding to problems promptly & properly
5.1.2.0	Major equipment temperatures/pressures logged every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.2.0.0	<b>Engineering Readiness</b> (Review Log/other records)			
5.2.1.0	Tests/inspections of propulsion/steering/electrical systems, per 33 CFR 164.25, no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	Propulsion includes fuel oil, lube lube oil, cooling water & main engine start systems. Electrical includes standby/emerg. generator & auto switch.

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
5.2.0.0	<b>Engineering Readiness (continued)</b>		<i>(Review Log/other records)</i>	
5.2.2.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.2.3.0	Fuel & oil tank levels determined & recorded no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.3.0.0	<b>Stability</b>		<i>(Review stability book/documents/interview Master)</i>	
5.3.1.0	Stability information system per 46 CFR 28.530 regardless of date keel laid or conversion.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Information must be easy to read &amp; understand</i>  <i>Samples of various loaded conditions.</i>
5.4.0.0	<b>Emergency Procedures</b>		<i>(Review station bills/emergency instructions/fire plans)</i>	
5.4.1.0	Emergency instructions for firefighting, flooding, abandon ship, man overboard & heavy weather per 46 CFR 28.265.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.2.0	Fire plans with vessel arrangement/location of firefighting equipment posted.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.3.0	Written procedures for oil spills & loss of propulsion/steering/electrical power.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>WSMC field doc. acceptable for oil spill response if readily available &amp; understood by key personnel.</i>

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5.4.0.0	<i>Emergency Procedures (continued)</i>		<i>(Review station bills/emergency instructions/fire plans)</i>	
5.4.4.0	Written procedures for being towed in an emergency, including specific equipment to be used.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

5.5.0.0	<i>Emergency Equipment</i>		<i>(Interviews)</i>	
5.5.1.0	Damage control equipment for minor unintentional flooding. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect kit/locker for appropriate plugs &amp; patches.</i>
5.5.2.0	Installed emergency lighting in engine room & interior passageways.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect emergency lighting.</i>
5.5.3.0	Two complete fireman's outfits per 46 CFR 28.205. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect fireman's outfits. Outfits must include SCBA &amp; 2 cylinders.</i>

5.6.0.0	<i>Vessel Access</i>		<i>(Inspect access/review fire plan)</i>	
5.6.1.0	Safe access/appropriate lighting while moored per 29 CFR 1915.74 & 1918.21.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Gangway or accommodation ladder if practical.</i>
5.6.2.0	Fire plan at access points.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Plan must include general vessel arrangement &amp; location of firefighting equipment.</i>



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6.0.0.0	<b>PERSONNEL POLICIES</b>			
6.1.0.0	<i>Fatigue</i>	<i>(Review Log/other records/interviews)</i>		
6.1.1.0	10 hours off-watch per day, 6 hours consecutive, for navigation & engineering watchstanders.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Sample documentation: personal logs, time sheets, supervisor logs.</i> <i>Off-watch exceptions: emergencies &amp; drills.</i>

6.2.0.0	<i>Alcohol &amp; Drug Policy/Program</i>	<i>(Review policy/programs)</i>		
6.2.1.0	Policy prohibits use on board vessel.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Policy posted or otherwise provided to crew.</i>
6.2.2.0	Testing, training & employee assistance program per federal requirements.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Testing includes random &amp; pre-employment for drugs, plus probable cause &amp; post incident for drugs/alcohol [.04 BAC].</i>

6.3.0.0	<i>Orientation Training</i>	<i>(Log/other records/interviews)</i>		
6.3.1.0	Emergency & safety orientation per 46 CFR 28.265 & 270(a) prior to getting underway for new crew members.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Abandon ship, emergency signals, survival equip., distress calls, crew responsibilities, rough weather, anchoring, man overboard &amp; firefighting.</i>
6.3.2.0	MARPOL awareness training.		1	<i>Focus on Annex I (oil) &amp; Annex V (plastics/garbage).</i>
6.3.3.0	Position-specific training for proper operation of navigation, propulsion, steering & electrical power equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Applies only to equipment operated by navigation &amp; engine watchstanders.</i>

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6.4.0.0	<i>Drills &amp; Instructions</i>	<i>(Log/other records)</i>		
6.4.1.0	Per 46 CFR 28.265 & 270.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Abandon ship, firefighting, flooding, man overboard &amp; heavy weather monthly.</i>
6.4.2.0	Semi-annual oil spill response/emergency towing drills.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

6.5.0.0	<i>English Proficiency</i>	<i>(Interviews)</i>		
6.5.1.0	Officers/crew members standing anchor watch sufficiently proficient in English to accomplish their duties safely.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	

7.0.0.0	<b>MANAGEMENT PRACTICES</b>			
7.1.0.0	<i>Management System</i>	<i>(Log/other records, Interview vessel officers)</i>		
7.1.1.0	Company-wide exchange of public health/safety, & environmental protection information. Participation by corporate & vessel management.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review policies/safety manuals/newsletters/meeting minutes, etc.</i>
7.1.2.0	Management visits semi-annually.		1	
7.13.0	Review of operating & management issues with vessel officers during management visits.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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7.2.0.0	<b>Pollution Prevention</b>	(Review Oil Record Book, Garbage Log)		
7.2.1.0	Spill containment & clean-up equipment for 1/2 barrel on-deck spill.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Inspect equipment: Typical equip: absorbents [25 pads, 2 socks, 2 pillows], storage [3 bags], scupper plugs, swabs, buckets.</i> <i>Objective is to contain spill on deck.</i>
7.2.2.0	Oil transfer & garbage logs per MARPOL.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Account for all oil transfers &amp; garbage disposal. Note: Waste Management Plan [33 CFR 151.57] &amp; Prohibited Discharge Stickers [33 CFR 155.159 &amp; 450].</i>

7.3.0.0	<b>Planned Maintenance &amp; Inspections</b>	(Review Log/other records)		
7.3.1.0	Annual inspections by third party or operator representative.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>May be combined with Coast Guard inspection.</i>
7.3.2.0	Planned maintenance schedules and/or periodic tests/dewatering & firefighting equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

7.4.0.0	<b>Watertight &amp; Structural Fire Protection</b>			
7.4.1.0	Maintain procedures for, and obtain, technical approval of all structural modifications and repairs.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review modification documents.</i>
7.4.2.0	Watertight & fire boundaries maintained tight, consistent with standards for hull, deck, or bulkhead penetrated.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect bulkheads, decks &amp; hull.</i>